Muhammad Tariq

Muslim Commercial Bank Ltd. Lahore Punjab, Pakistan.
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Dear Hiring Manager,

You need graduate with a meticulous attention to detail and excellent achievements and experience. As I am Business Graduate, it is my professional demand to enhance my qualification to the utmost. In current era, no professional can serve and survive unless he concentrates on personal growth. Apart from personal and professional development, I have an ambition to contribute a little in the great ocean of knowledge. I hope and urge that my degree will generate some ways to serve my own county and rest of the world as well.

Currently, I am working as a contact center executive (Digital banking/information technology group) at MCB Ltd. Lahore. As today is services era, I strongly believe after sale services follow up had impact on customers mind. Recently, I have worked as an Assistant Project Manager at Southern Punjab Embroidery Industries a project of Ministry of Industries and Production. I have the knowledge of research report writing and project activities. I have also management experience of various activities as well as annual functions, Sports gallas, seminars, conferences. I have been active senior executive member (President) of Character Building Society (CBS) under NAB (National Accountability Bureau) in campus. I am also member of National Youth Assembly Islamabad Pakistan. I am also working as a fund raising volunteer at "Shaukat Kahnum Memorial Cancer Hospital & Research Center". I have vast experience of using multimedia and strong background of IT related tasks.

I have strong desire to excel in my profession. I am seeking to align myself to a position with opportunities for advancement and strong growth. I am confident enough to excel and prove myself in your organization, performing in any domain and in any capacity. With this goal in mind I have attached my CV.

I have excellent communication skills with the ability to learn things quickly in a multicultural environment, and can work in stressed environments and all kinds of weather. So, I feel more

enthusiastic in pursing for higher degree. That’s why I consider myself the best candidate to avail this opportunity.

My resume will give you a greater understanding of my qualifications. Please contact me if you have any questions.

Sincerely,

Muhammad Tariq
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